



ROSS MILLER
Secretary of State
101 North Carson Street, Ste 3
Carson City, Nevada 89701-3714
(775) 684 5708
Website: secretaryofstate.biz

Apostille/Certification Order Instructions

Service Requested: (Expedite service requires additional fees)

Regular

☐

24-Hour *Expedite*

☐

4-Hour *Expedite*

☐

2-Hour *Expedite*

☐

1-Hour *Expedite*

☐

SUBMIT THIS COMPLETED FORM WITH YOUR REQUEST

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Date:

Return to:

Address:

Return Delivery (mark one):

☐

Hold for Pick Up

☐

Mail to Address Above (Please provide a self-addressed envelope)

Contact Person Information:

Name:

Email:

Phone:

(United States phone number only)

Name of Country in which the Document will be used:

Notes and Special Instructions*:

*PLEASE NOTE: If the document is not processed, it will be mailed to the address above unless special instructions are provided.

Method of Payment:

☐

Check/Money Order

☐

Credit Card (attach checklist)

Total Amount Enclosed:



ROSS MILLER
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684 5708
Website: secretaryofstate.biz

Credit Card Checklist

(For Counter, Telephone, Fax and
Mail Requests)

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Service Type: Counter ☐ Telephone ☐ Mail ☐ Fax ☐

Expedite Service: (**Requires additional fees**)

PLEASE EXPEDITE: 24-HOUR SERVICE ☐ 2-HOUR SERVICE ☐ 1-HOUR SERVICE ☐

Card Type: (Mark one box)

VISA ☐ MasterCard ☐ Discover ☐ American Express ☐

Customer Credit Card Number:

V CODE*

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* 3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
4-digit number found on the front right side of American Express card.

NOTICE: For security and verification purposes, all credit card payments must include the 3 or 4-digit CVV2 code (VCode) number located on the credit card. Failure to include this code will result in the rejection of your filing or service request.

Expiration Date: Month Year

Amount: \$

Cardholder Information:

Entity Name

Name

Billing Address

City, State, Zip

Telephone

AUTHORIZATION: CUSTOMER AUTHORIZES THE SECRETARY OF STATE TO BILL AN AMOUNT NOT TO EXCEED \$ TO BE CHARGED TO THE ABOVE CREDIT CARD NUMBER.

X _____
CARDHOLDER SIGNATURE